

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Forestry Crew Leader****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises crews in the maintenance of trees on city property and along city streets. Manages the operation of heavy equipment for the maintenance and removal of trees and emergency debris.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|----|--|
| 1 | H | Manages tree maintenance operations by scheduling crew work assignments, monitoring work to its completion, completing and filing work daily reports, making log book entries and ensuring compliance with OSHA, ANSI and VDOT traffic safety standards. |
| 2 | M | Supervises and leads work crews in tree maintenance work . Establishes annual goals and objectives for equipment operators, tree trimmers and groundsmen. Conducts periodic performance reviews. |
| 3 | VH | Responds to emergencies by removing fallen trees and broken or hanging limbs after storms or accidents. |
| 4 | VH | Oversees the operation and maintenance of crew vehicles and equipment by ensuring compliance with city standards and procedures and providing periodic OTJ training in equipment use and safety. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Three years experience in professional tree care and supervisory experience. |
| Certifications and Other Requirements | Valid CDL Driver's License, Certified Commercial Pesticide Applicator, CPR Certification, ISA Certified Arborist |
| Reading | Work requires the ability to read daily work orders, pesticide labels, training and safety manuals, City codes, and general correspondence. |
| Math | Work requires the ability to perform geometry and general math calculations such as addition, subtraction, multiplication and division, as well application of mathematical/physics principles related to rigging and roping applications. |
| Writing | Work requires the ability to write evaluations, work orders, various reports, and general correspondence. |
| Managerial | Managerial responsibilities include ensuring work site safety and rigging. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives. Daily interpersonal contact with the general public. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | C | Using equipment, clipping brush |
| Sitting | O | Driving, operating equipment |
| Walking | F | Cleaning, moving equipment |
| Lifting | F | Logs, brush, small loads for crane to lift, chainsaw |
| Carrying | F | Logs, brush, small loads for crane to lift, chainsaw |
| Pushing/Pulling | F | Sweeping, doors, hoses, chainsaws |
| Reaching | C | Tools, tree limbs |
| Handling | C | Various type of equipment |
| Fine Dexterity | F | Tying ropes and knots |
| Kneeling | O | Pick up limbs, brush |
| Crouching | O | Pick up limbs, brush |
| Crawling | R | Repair equipment |
| Bending | F | Pick up limbs, brush, hooking up cables to trucks |
| Twisting | C | Tree trimming |
| Climbing | F | Trees, ladders, stairs |
| Balancing | F | Trees, ladders, stairs |
| Vision | C | Inspecting trees, observing worksite, supervision of staff, field work, use of equipment |
| Hearing | C | Crews, supervisors, co-workers, citizens, foreman, field work |
| Talking | F | Crews, supervisors, co-workers, citizens, foreman, field work |
| Foot Controls | F | Driving, operating equipment |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Crane truck, log loader, stump grinder, dump trucks, tools shovels, blowers, chain saws, hand saws, power pole saw, chippers, aerial lift truck hydraulic and mist sprayers, rigging devices, rope, pesticides and fertilizers

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | D | Extreme Temperatures | S |
| Electrical Hazards | D | Noise and Vibration | D |
| Fire Hazards | D | Fumes and Odors | W |
| Explosives | N | Wetness/Humidity | W |
| Communicable Diseases | N | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | D | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | -- |

(1) Traffic hazards

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hats, hearing protection, gloves, steel toed shoes, safety goggles, safety harness, chain saw chaps, climbing saddles and gear, face shields, back braces

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | O |
| Emergency Situations | O |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | C |
| Other (see 3 below) | N |

(3)